



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5017) Office Assistant (Typing) -
Operations Bureau (2 positions)

Position #:

051-641-1379-031 / 051-641-1379-
033

Salary Range:

\$2,186 - \$2,969

Issue Date:

10/16/2014

Contact:

Laura Nicholls, (916) 323-1598

Location:

Division of Audits
3301 C Street, Suite 705
Sacramento, CA 95816

Final Filing**Date:**

October 30, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
3301 C Street, Suite 705

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction provided by a Principal Claim Auditor, the incumbent will perform clerical functions in the Operations Bureau as it relates to the processing of claim correction letters and claim schedules.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Process claim schedules through the receiving and release units by keying the information contained on the facesheet of the Claim Schedule (Form 218) into the claim tracking system.
- Act as backup to other areas in the office support unit. Answer telephone inquiries pertaining to specific claims on a computer tracking system.
- Review the claim correction letters for mathematical, grammar, and spelling errors prior to mailing them back to the State Agencies. Process transfer letter claim schedules.
- Maintain daily and monthly Operations Bureau statistics as well as daily and monthly reports.
- Label and maintain contract files.

Desirable Qualifications:

- Strong organizational skills and a commitment to provide quality customer service
- Excellent attendance and dependability
- Ability to use tact and good judgment
- Ability to demonstrate a positive attitude and communicate effectively
- Ability to be flexible in response to changing workload

Sacramento, CA 95816

Please write “051-641-1379-031/033” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

FREE PARKING

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- Ability to work within a team setting

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12